



# THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES OHIO VALLEY CHAPTER



## EMMY® EXPRESS: Step-by-Step

### Emmy® Express Entry Log In

\*Log in using your member number or email address and your password.

\*If you aren't already in our database, you can become a member or simply sign up as a "registered user." Links are provided.

### Emmy® Entry Info, Part 1

\*Your contact information and member status will be displayed at the top of the page along with a list of any entries you've already submitted.

\*Type in the entry title. Reminder **don't use quotes or all caps** for your entry title

\*Select the category for the entry.

\*Select submitting organization from drop-down or, if your company isn't listed type it in.

### Emmy® Entry Info, Part 2

\***Required Info:** length, producing organization, airdate and station first aired or URL.

\* No drop down menu for Producing Organization, but if it's the same as submitting organization you can "copy and paste" from above

\*You **must enter month, day and year for the airdate in this format: mm-dd-yyyy**. If you can't remember the exact date, make your best guess. **For composites** enter the earliest airdate of items included on entry.

\*Entry Summary/Description/Précis is not required, but suggested. If you plan to include the info type it in here. It will print out on the entry form.

\*Submitter's information will already be pre-filled. *This is the person typing in the info.*

\***If the submitter is an entrant on the entry, make sure the box at the bottom of the page has a check-mark.** *The submitter's info will then be auto-filled in the "Entrant 1" fields in the next step.*

\***If you are not an entrant on the entry, make sure you "un-check" the box at the bottom of the page.**

### Add Entrant Info

\*On this page you will: **enter entrant info, verify memberships or delete entrants**

\* **REQUIRED fields: Entrant's name, email address and role for the entry**

\*If the submitter is an entrant and the box was checked on the previous page, that person's information will already be filled in.

\***QUICK ADD:** This is a great feature to quickly auto-fill and entrant's information and verify his/her membership. **Add a new entrant** by entering the person's email address OR the person's member number and last name. Click "Add Entrant." If the person is already in our database, the info will be added at the end of the entrant list. **If the person is not in our database**, the email address will be filled in but you'll need to type in the person's name. Address & phone number are optional, but if you have that info please provide it.

\***IMPORTANT:** You **MUST** click "Save Entrant Data" before proceeding to the next step. Once you "save entrant data" memberships will be verified and current member status will be displayed in red for all entrants.

\***NOTE:** If any of the entrants need to renew their memberships or become members, you can have them do so at any time. Then re-verify the memberships **before** paying for the entry to receive the correct member entry rates.

\***REMINDER:** You **MUST** type in entrant's "role in the entry." This information is not auto-filled and is required before you can submit the entry. If you forget to do this, you will get an error message when you click on "go to next step." You will need to go back and fill in the info. Once all required fields are filled in, you'll need to re-verify the memberships before you can proceed. The easiest way to do this is to click on "Save Entrant Data."



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## EMMY® EXPRESS: Step-by-Step

### Entry Review

- \*Check the “Fee Summary” to confirm the correct entry rate has been assigned to each entrant.
- \*Review the “Entry Information” to ensure it is correct.
- \*If you need to make a correction, use the “Go Back to Previous Page” Button.
- \*If you want to modify the order of the entrants, you can do so in the “entrants” box at the bottom of the page. Just click and drag the entrants in the order preferred.

### View Invoice

- \*Confirms a copy of the entry was emailed to submitter’s email address.
- \***NOTE:** All entrants on the entry will receive an emailed copy of the entry.
- \*If you have additional entries to submit, click on “Add Another Entry.”
- \*If you’re done submitting entries, click on “Go to Next Step.”

### Choose a Payment Option

- \*Select your payment option – either a single payment or multiple payments.
- \*Depending on the option you select you’ll be given additional payment options as indicated below.
- \***NOTE:** Do you have any **Appreciation Certificates** you’d like to redeem? **BEFORE** you pay for your entry or select a payment method, please read the instructions below which explain how to apply your certificate toward your entry invoice.

#### Option 1: Submit Single Payment

- \*Select this option to pay for all items on your invoice with a single payment.
- \*Select your payment method: credit card or check.
- \***Pay by “Credit Card”** will take you to a secure payment page where you will enter your credit card information. *Make sure your street address and zip code match what’s on file for your credit card.*
- \***Pay by “Check”** will take you to a screen where you will enter the name on the check you will be sending for payment of the invoice.
- \*Once payment has been made, you will see a “Payment Summary” page. You can print your entry form, labels, and a copy of the invoice from this page.

#### Option 2: Submit Multiple Payments

- \*Select this option to use any combination of check and/or credit card payments.
- \***NOTE:** An “Emmy® Express – Request for Payment” email will be sent to all entrants on the entry/entries with a link to make payment.
- \*The next page allows you to **choose the items you want to pay for**. Just click on the box next to each of the entry fees you want to pay for with that particular payment.
- \*Type in the amount you will be paying toward each entry fee you have checked.
- \*Click on “Calculate Total Payment.” The amount to be paid will be shown.
- \* Click on “Back to Reselect” if you need to make changes.
- \*When correct, click on “Pay by Check or Credit Card.”
- \*Select your payment option: Credit Card or Check.
- \***Pay by “Credit Card”** will take you to a secure payment page where you will enter your credit card information. *Make sure your street address and zip code match what’s on file for your credit card.*
- \***Pay by “Check”** will take you to a screen where you will enter the name on the check you will be sending for payment of the invoice.
- \*Once payment has been made, you will see a “Payment Summary” page. You can print your entry form, labels, and a copy of the invoice from this page.
- \*To **“Make Another Payment”** click on the link at the bottom of the page.



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## EMMY® EXPRESS: Step-by-Step

### Redeeming Appreciation Certificates

\*Select the **Submit Multiple Payment** option – even if you only have a single entry, or plan on submitting a single payment either by check or credit card.

\*Follow the instructions above for **Submit Multiple Payments**

\*NOTE: When you type in the amount you will be paying toward each entry fee, **be sure to subtract the amount of any certificates you want to redeem.**

\*NOTE #2: Your invoice will show a BALANCE DUE. To clear the balance, send an email to: [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org) Include the **invoice # (or, the entry #, entry title and category), name on the appreciation certificate, certificate #.** If your certificate is not valid or can't be verified you will be asked to pay the balance due on the invoice.

### Summary and Printing Options

\*You'll end up on this page either after you've paid for your entry/entries.

\*Click on **"Printable Invoice"** to print a copy of your invoice for your records.

*If paying by check, please print a copy of the invoice and include it with your payment.*

\*Click on **"Get Printable and Emailed Payment Instructions to Pay by Check"** (if paying by check) to get info about where to send your check or to get an emailed reminder about paying for your entry.

### Email Confirmation

All entrants listed on the entry, as well as the submitter if he/she is not an entrant, will receive an email confirmation of the entry.

The email will include the following links:

*\*Use this link to upload your video file*

*\*Use this link to modify your entry until March 12, 2012.*

*\*Use this link to print pre-filled labels (you won't need this link this year)*

*\*Use this link to print a copy of your entry (actually just your entry form!)*

*\*If you still need to pay, use this link to go to the payment process*

The email will also have your entry info as well as your invoice #.

### Uploading Your Video **\*\*NEW THIS YEAR\*\***

\*Before you can upload your video you must:

*Submit Your Entry* (see above)

*Prepare Your Video for Uploading*

Review the [recommended specifications](#) for more detailed information.

[Valid Video Formats](#) and [Video Encoding Guidelines](#) can also be viewed on the EMMY® Express Video Upload page.

*Once you have submitted your entry and prepared the video for upload, you can upload your video to EMMY® Express: [http://emmyexpress.com/video\\_upload.php?c=19](http://emmyexpress.com/video_upload.php?c=19)*

For "Step-by-Step" instructions, read below or [Watch the Instructional Video](#)

**\*NOTE: You can only upload 1 video entry at a time.**



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**EMMY® EXPRESS: Step-by-Step**

**Video Upload “Step-by-Step”** [Watch the Instructional Video](#)

**STEP 1: VERIFY THE ENTRY YOU WILL BE UPLOADING**

Make sure you have your *EMMY® Express - Email Copy of EMMY® Entry*. This is where you will reference your **Entry ID number** and **submitter’s email**. Both are ESSENTIAL to begin the uploading process. The email also includes a link to upload your video if needed.

On this first page you need to:

- Select the entry category from the drop down box.
- Enter the ENTRY ID Number (refer to your EMMY® Express - Email Copy of EMMY® Entry)  
*EXAMPLE: 48J-06. 48J is the category, 06 is the entry id#.*
- Enter your email address that you provided on the entry form.
- Select Box that you agree to the terms of uploading video.

**STEP 2: REVIEW VIDEO FILE UPLOAD INFORMATION**

After reading through the instructions on the page and confirming your entry information in the box at the bottom, click on **Proceed to Upload Video**.

**STEP 3: UPLOAD VIDEO** [Watch the Instructional Video](#)

- Select your video from your computer files by Browsing, be sure that you are uploading the correct file type.
- Click on **UPLOAD**  
The Screen will change to show a status bar indicating where the video is in the upload process. Wait for video to upload. Depending on the size of your file it should only take a couple of minutes, however, the longer the entry, the longer the upload process.

**IMPORTANT: DO NOT CLOSE THE BROWSER UNTIL THE UPLOAD IS COMPLETE.**

*\*If you do so, you will need to re-start the upload process.*

**Video Encoding In-Progress**

- Once uploaded, the screen will change for encoding. The status will indicate “processing” until the video is “ready.” (This process will take on average about 2 minutes for each minute of video to complete the 2 encodings but can take considerably longer if the server has a backlog of encoding.)
- You can keep your browser open while the video is processing; or, you can use the link at the bottom of the page to monitor the encoding process (a new tab/page will open in your browser); or, you can close your browser at this point and return later to finish the approval process
- When the status shows “ready,” **click on the thumbnail or “click here to play video” link** to play the video. Watch all the way through. What you see is what the judges will see.  
*\*If the link does not appear, there was an encoding problem.*
- After watching your video, click on the “**Approve or Disapprove Video**” link

**Step 4: COMPLETE THE UPLOAD**

- If the video uploaded and played properly and you approve, **select Approve.**
- **CLICK FINISH**
- **If you do not approve- select “Reject and Delete.”** Your video will be deleted and you can upload your video entry again.
- You have 3 opportunities to upload and approve your video. Once approved, or you’ve uploaded your video 3 times, you will not be able to upload again.  
Please contact the office at: [emmyentryhelp@ohiovalleyemmy.org](mailto:emmyentryhelp@ohiovalleyemmy.org) to have options reset so you can complete the process.
- **\*IMPORTANT: Your video is NOT available to the judges until you approve it!**

You will receive an email confirmation once you have completed the upload and approved your video. Your entry is now ready to be judged.

Thank you for submitting your entry for consideration in the Ohio Valley Chapter’s Regional Emmy® Awards. Good luck!



# THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES OHIO VALLEY CHAPTER



## *EMMY® EXPRESS: Step-by-Step*

### Links

Ohio Valley Chapter Website: [www.ohiovalleyemmy.org](http://www.ohiovalleyemmy.org)

Ohio Valley Chapter Emmy page: [www.ohiovalleyemmy.org/emmys](http://www.ohiovalleyemmy.org/emmys)

Member Log In, Membership Renewal & Profile Update:  
[http://emmyexpress.com/membership\\_login.php?c=19](http://emmyexpress.com/membership_login.php?c=19)

New Member Application: [http://emmyexpress.com/membership\\_application.php?c=19](http://emmyexpress.com/membership_application.php?c=19)

Link to submit Emmy® Entries (forms): [http://emmyexpress.com/entry\\_login.php?c=19](http://emmyexpress.com/entry_login.php?c=19)

Link to Upload Videos (for submitted entries only): [http://emmyexpress.com/video\\_upload.php?c=19](http://emmyexpress.com/video_upload.php?c=19)

### Membership Info

#### **Obtaining Member Numbers for Entrants:**

##### **For Entrants Who Are Current Members**

Current members can retrieve their membership number by logging into the Membership System:

[http://emmyexpress.com/membership\\_login.php?c=19](http://emmyexpress.com/membership_login.php?c=19)

If you don't know your password, there is an option on the login page for the password to be emailed to the email address on file. Once logged in, you can obtain your member number.

##### **For Expired Members Who Want to Renew**

Expired members can renew their membership and obtain their member number by logging into the Membership System: [http://emmyexpress.com/membership\\_login.php?c=19](http://emmyexpress.com/membership_login.php?c=19) and completing the renewal process. If you do not know your password, there is an option on the login page for the password to be emailed to the email address on file.

##### **For Entrants Joining Now As New Members**

Any entrants who wish to join now (which will allow them to get member rates on Emmy entry fees) may fill out the New Member Application online form: [http://emmyexpress.com/membership\\_application.php?c=19](http://emmyexpress.com/membership_application.php?c=19)

*\*There is also a link to "Become a New Member" at the bottom of the Member Login Page.*

The membership number will be displayed on the "Payment Receipt" page. New members will also receive an email with their member number.

### Documents Available on the Chapter Website

The 2012 Call for Entries

Emmy® Express FAQ

Emmy® Express "Step-by-Step"

Emmy® Express "Video Upload Instructions"

Emmy® Entry FAQ

"How to Win an Emmy®"

### Have questions? Need help?

Contact: Cherie Housley, Emmy® Awards Administrator

Email: [chousley@ohiovalleyemmy.org](mailto:chousley@ohiovalleyemmy.org)

Phone: 937-233-3303